



**PUBLIC PROCESS FOR CHANGE OF ZONING REQUESTS (I.C. 36-7-4-600) integrated with Town of Zionsville Plan Commission Rules of Procedure**

**PLAN COMMISSION HEARING PROCESS-FOR CHANGE IN ZONING (filing date is a minimum of 31 days prior to the initial hearing)**

STEP ONE	DAY 1	DAYS 3-5	DAYS 12-14	DAYS 12-20	DAY 31
ACTION	Public Filing	Plan Commission Agenda Posted to Town Website	Legal Notice of Plan Commission Meeting Published in Newspaper	Legal Notice Mailed to Adjoiners	<u>Public Hearing Occurs first public interaction</u>
DETAILS ON ACTION:	Indiana Code requires Plan Commission to hold a hearing within 60 days of the filing	Second opportunity of public to learn of a filing (first is to check with staff after passing of deadline for filing)	Published in a newspaper of general circulation at least 10 days prior to the hearing (regulated by Indiana Code). (Third opportunity for public to be made aware of a rezoning request)	Notices are mailed to interested parties (interested parties are defined by the Plan Commission) (Fourth opportunity for public to be made aware of a rezoning)	Hearing can be continued from time to time and results in a recommendation being forwarded to the Town Council within 10 business days of the final determination (Indiana Code stipulates timing)
INTERESTED PARTIES:	Call on Town Hall to confirm what has been filed	Watch website for updates	Publication occurs on Wednesdays (typically, using Zionsville Sentinel Times)	Mail arrives certified	Hearing(s) occur at Town Hall -Public Hearing (& fifth time public to be made aware of rezoning request) is on a set schedule published yearly



**TOWN COUNCIL MEETING PROCESS-FOR CHANGE IN ZONING**

STEP TWO	DAYS 32-41	DAYS 41-119	DAYS 42-135
ACTION	Matter is Forwarded to Town Council	Town Council Posts Agenda to Town Website	Town Council Holds <u>Public Meeting second public interaction</u>
DETAILS ON ACTION:	Town Council discusses request at an agenda setting meeting (& sixth time public to be made aware of a rezoning request)	Seventh opportunity of public to be made aware of a rezoning request (Note: Town Council, by Indiana Code, has up to 90 days to take action on a change in zoning)	Eighth opportunity of public to be made aware of a rezoning request

**Notes:**

- 1) This listing does not include any reference to Staff review of the filing (though a part of the process).
- 2) Indiana Code does not require the Town Council to hold a meeting (a request not scheduled for a meeting is deemed effective/adopted as recommended by the Plan Commission).
- 3) This shall serve as a guide of the rezoning process as regulated by state law and further described in local ordinance as well as the Plan Commission's Rules of Procedure (the "Laws"). This document is only a guide and is not intended to circumvent or deviate from the Laws associated with rezoning land in Indiana.